

***Meade County***

***Personnel Policies***

***And***

***Procedures Handbook***

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# *Welcome*

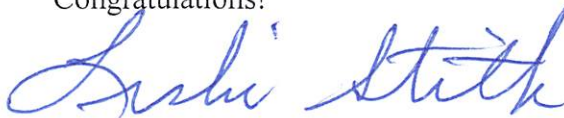
Welcome to Meade County. We hope you enjoy being a member of TEAM MEADE.

The *Personnel Policies and Procedures Handbook* has been developed to provide you with information concerning the philosophies and practices of Meade County Fiscal Court in personnel matters. Meade County Fiscal Court adopted this policy and shall be in full force and in effect on July 20, 2021. The handbook does not include retroactive clauses on any policies, and all employees will be equally affected in relation to their purpose and implementation. Each employee should read through the Personnel Policies and Procedures Handbook and discuss any questions with their supervisor.

Employment with Meade County is "at-will" in nature. In other words, the County does not have to give any reasons for relieving or terminating staff or positions. Meade County Fiscal Court supports AA, ADA, EEOC, OAA, Civil Rights Act, and other applicable federal and state legislation, regulations, and laws.

The efforts of Meade County's past and present employees have made the County's record one of pride and accomplishment. Meade County is happy to have you join its team and look forward to your contributions to our agency.

Congratulations!



LESLIE STITH

Meade County Judge/Executive

## **Section 1: General Policies**

### **1.01 Statement of Purpose**

Meade County Fiscal Court recognizes that a personnel system which recruits and retains a competent, productive workforce is essential to effective, efficient local government. The policies set forth herein provide procedures for the classification of County positions, recruitment of persons for County positions, and equitable compensation of employees for their services. The *Personnel Policies and Procedures Handbook* has been developed in order to achieve optimum efficiency, economy and equity in the pursuit of the County's goals and the utilization of human resources.

### **1.02 Scope of Coverage**

The *Personnel Policies and Procedures Handbook*, as adopted by Meade County Fiscal Court, is applicable to all persons employed to positions at all levels, with the exception of the following:

- (A) All elected officials;
- (B) Employees of the Sheriff, County Clerk, Jailer, Coroner, and County Attorney, unless expressly requested by the elected official in writing;
- (C) All members of boards and commissions;
- (D) Consultants, advisors, and counsel rendering temporary service;
- (E) Members of volunteer organizations; and
- (F) Independent contractors.

### **1.03 Interpretations**

The policies and procedures contained herein are intended to cover most personnel problems and actions as they arise. Problems not specifically covered will be interpreted by the County Judge/Executive. These interpretations will be in concert with the spirit and consistency of the personnel policies and procedures.

### **1.04 Equal Opportunity**

It is the policy of Meade County to ensure equal opportunity for all its employees and applicants for employment. It is the practice of Meade County to recruit and hire qualified applicants without regard to race, color, age, sex, religion, national origin or veteran's status.

### **1.05 ADA Statement**

Meade County complies with the Americans with Disabilities Act of 1990, as amended by the Civil Rights Act of 1991. The Act prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, compensation, job training, fringe benefits, and other aspects of employment.

### **1.06 Alcohol and Illicit Drug Use**

Meade County is a drug free workplace and the use of drugs, either on or off the job, or alcohol on agency time or while operating vehicles and equipment is strictly prohibited. Any occurrence of an accident or incident will be subject to a drug screen at the discretion of the supervisor. See Appendix A: Drug Free Workplace policy. The Drug Free Workplace policy is a general policy statement for all employees of the Meade County Fiscal Court.

### **1.07 Severability**

If any part of these policies, procedures, classification plan, or compensation plan, as well as portions of the employment plan and related activities are held to be invalid, it will not affect the remainder of this policy or its application.

### **1.08 Disclaimer**

Information contained in these personnel policies and procedures, classification plan, and compensation plan is not intended to represent a contract of any kind and may be changed by the County Judge/Executive and the Meade County Fiscal Court without notice.

## **Section 2: Personnel Administration**

The County Judge/Executive is hereby designated as the personnel administrator as set forth in KRS 67.710 and may delegate such duties and functions as he/she deems appropriate. The County Judge/Executive shall conduct an annual review of the *Personnel Policies and Procedures Handbook*.

## **Section 3: Personnel Records Administration**

- (A) Personnel records administration is the responsibility of the Meade County Judge/Executive or his/her designee. These records will be created and maintained in the administrative office of the County Judge/Executive or his/her designee. Personnel files are kept confidential to the maximum extent permitted by the law.

- (B) An employee has the right to review his/her file and may submit a written request to the Meade County Judge/Executive to request that changes or corrections be made to it.
- (C) The Meade County Judge/Executive shall ensure that accurate records are kept for vacation and sick leave allowance, vacation and sick leave taken, and the current balance of accrued vacation and sick leave for each employee. Vacation and sick leave taken shall be limited to the amount accrued.

## **Section 4: Hours and Attendance**

### **4.01 Working Hours**

The official workweek shall begin on Tuesday at 12:01 a.m. and end on the following Tuesday at 12:01 a.m. The County may change the official workweek at any time, but not to avoid overtime pay requirements.

### **4.02 Hours of Work & Overtime**

- (A) According to the Fair Labor Standards Act (FLSA):
  - (1) Exempt Positions are classified as professional, executive and administrative under Chapter 29 of the Federal Code of Regulations, Part 541 as amended in 1991 and are exempt from state and federal fair wage and hour laws. Employees occupying these positions will not receive overtime pay.
  - (2) Non-Exempt Positions are salaried or hourly positions. An employee assigned to a non-exempt position is eligible to receive overtime compensation subject to the Federal and State wage and hour laws. Chapter 29 Part 541, in its most current form, is available to all Meade County Employees for inspection or review, at the Meade County Judge/Executive's office.
- (B) Hours of Schedule: The work schedule for each department shall be established by the Department Head with the advice and approval of the County Judge/Executive.
- (C) Overtime
  - (1) Non-exempt employees of the County shall receive overtime pay at the rate of one and one-half (1.5) times their hourly wage for any hours actually worked in excess of forty (40) hours during any work week.  
Time off that DOES NOT count towards a 40 hour work week:
 

|                |                          |                      |
|----------------|--------------------------|----------------------|
| Sick leave     | Funeral leave            | FMLA                 |
| Disability     | Maternity/Adoption Leave | Leave without pay    |
| Military leave | Voting leave             | Administrative leave |
| Holiday leave  |                          |                      |

 Time off that WILL count towards a 40 hour work week:
 

|                |           |                       |
|----------------|-----------|-----------------------|
| Vacation leave | Comp time | Jury duty/court leave |
|----------------|-----------|-----------------------|

 Any time off without pay will not count towards a 40 hour work week.
  - (2) Overtime work shall be approved in advance by the employee's immediate supervisor whenever possible, and shall be kept at the minimum consistent with maintenance of essential County services and its financial resources.

### **4.03 Attendance**

- (A) Punctual and consistent attendance is a condition of employment.
- (B) Each non-exempt employee is required to keep a record of time worked for each pay period. The record must accurately show the work hours plus any paid or unpaid absences. This record must be signed by the employee, submitted to his/her supervisor for approval and forwarded to the appropriate Department Head. Each Department Head is responsible for the maintenance of attendance records for his/her department.
- (C) Employees unable to work should notify their supervisor within thirty (30) minutes of the start of the workday or shift, unless hospitalized or otherwise medically unable to do so. In that case, notification shall be as soon as possible. If the employee must be absent beyond the first day then he/she must notify their supervisor at the beginning of each workday in which an absence will occur. Should this be projected as a prolonged absence, written notification from the employee's physician will suffice. If the employee's supervisor is unavailable then the employee may leave a message with the Meade County Judge/Executive or his/her designee stating the reason for lateness or absence.
- (D) Employees are expected to attend work during inclement weather. The employee's supervisor may, at his/her discretion, allow employees to arrive late or leave early during severe weather.
- (E) Absences occurring without notification or authorization by the Judge/Executive or his/her designee shall be cause for disciplinary action up to and including termination.

## **Section 5: Recruiting & Hiring**

### **5.01 Recruitment & Hiring**

Any job openings which may come available with the County shall be posted to current County employees for five (5) working days and may be advertised online at the county website and other sites as deemed necessary by the Judge Executive.

## **5.02 Applications**

### **(A) Application Process**

Employment Application Forms supplied by the County and completed by applicants must be signed and dated. They shall include information about the applicants training and experience and such additional information as required to effectively evaluate the applicants ability to perform the duties required by the position. No person may be appointed to a position unless verified information on an official Employment Application Form indicates that he/she meets the qualifications for the position as set forth in the position description.

### **(B) Certification of Eligibility for Position**

(1) The qualifications of an applicant for a position shall be ascertained on the basis of one or more of the following:

- (a) Information supplied on an official Employment Application Form;
- (b) A written or physical performance test, and/or health physical by a physician may be required by the County upon the offer of employment (post-offer), but only if it is directly related to ensuring the fitness of the individual to perform specific duties required by the position;
- (c) Personal interview; and/or
- (d) Information supplied by references provided by the applicant

(2) The County reserves the right to request that applicants sign a release form for a criminal background investigation and a drug test to be conducted.

### **(C) All hiring and recruitment decisions for a full time employee requires a nomination by the Meade County Judge/Executive or his/her designee and approval of that nominee by Fiscal Court.**

(1) The Judge/Executive shall have the authority to hire temporary personnel for a period of time not to exceed thirty (30) calendar days without the approval of the Fiscal Court and without an emergency declaration. The Judge/Executive shall inform the Fiscal Court at its next scheduled meeting of such temporary employment.

## **5.03 Introductory Period**

(A) For the first six (6) months of employment, all newly hired employees are considered to be in an introductory period and will be classified as a newly hired employee. Newly hired employees are not guaranteed employment for the duration of the introductory period or after its completion. All employees are employed on an "at-will" basis.

(B) Vacation and sick time may be accrued during the first six (6) months of employment but may not be taken until the satisfactory completion of the introductory period. Employees separating for any reason during the introductory period will not be paid for accrued vacation time.

(C) Any leave with the exception of holidays or other recognized events, such as use of accrued vacation or sick leave, during the introductory period will be taken without pay and must be approved by the appropriate Department Head and Meade County Judge/Executive.

## **5.04 Employment of Relatives (Nepotism)**

"No county government officer shall act in his/her official capacity to hire or cause to be hired any member of his/her immediate family, as designated in Meade County Code of Ethics.

## **5.05 Promotions and Transfers**

### **(A) Promotions**

A promotion cannot be made unless there is a vacancy or a new position/class is established according to code and procedure.

### **(B) Transfers**

Any employee may request a transfer from one position to a comparable position by making the request in writing to the County Judge/Executive or his/her designee if:

- (1) He/she possesses the appropriate minimum qualifications for the position,
- (2) He/she is not serving in the Introductory period, and
- (3) The position is vacant

## **Section 6: Classification Plan**

### **6.01 Position Creation**

The County Judge/Executive may create a new position with the approval of the Fiscal Court. In creating a new position, the County Judge/Executive shall:

- (A) Describe in detail the duties and responsibilities of the position,
- (B) Suggest minimum entrance qualifications for the position, and
- (C) Allocate the position to an appropriate class or create an appropriate class for the position, if necessary.

### **6.02 Job Descriptions**

A written job description summarizing the duties, responsibilities, and minimum qualifications for the job will be maintained for each

position. Employees will be provided with a copy of their job description when they are hired and may be asked to review and suggest necessary updates for their descriptions from time to time. Employees may be asked to perform outside their job description based upon the County's need.

**\*\*AMEND ALL JOB DESCRIPTIONS TO STATE THE COUNTY WILL ALLOW SIX (6) MONTHS FOR EMPLOYEE TO RECEIVE GED.**

**Section 7: Labor Classifications**

- (A) All employees of the County shall be classified as one of the following:
  - (1) Regular Full-Time: An employee who works at least thirty-five (35) hours per week or more on a regularly scheduled basis for a period greater than six months.
  - (2) Regular Part-Time: An employee who works less than thirty-five (35) hours per week, but on a regularly scheduled basis, and who is employed without a fixed date of termination for a period greater than six months.
  - (3) Temporary or seasonal: An employee who works in a position which is of a temporary nature.
- (B) Only full-time or part-time employees may occupy regular positions.
- (C) Full-time employees in regular positions shall be entitled to all benefits provided by the County. Part-time, temporary and seasonal employees shall not be entitled to any benefits (except those required by federal and state law).
- (D) A County employee who retires from a full-time position and thereafter works part-time for the County, shall receive only his/her agreed upon hourly salary and shall not receive any employee benefits (except those required by federal/state law.)

**Section 8: Compensation Plan**

**8.01 Job Classification**

The Judge Executive or his/her designee shall be responsible for the preparation of a descriptive job classification plan for all non-elected positions.

**8.02 Step-in-Grade Increases**

The County shall utilize a Step-in-Grade pay system. Included in this system shall be all employees reporting to the Judge/Executive, all employees reporting to the Meade County Coroner and all employees reporting to the Meade County Jailer.

- (A) Each pay grade shall have a series of steps corresponding to increases in salary in that particular pay grade. These steps normally correspond to the number of years an employee has continuously worked in the particular job classification and are commonly referred to as Time-In-Grade or TIG.
- (B) When an employee begins a new position at the entry level salary, he /she is placed in the entry level or EL step. He/she moves into the succeeding steps in the following manner:
  - 1. With the successful completion of the six (6) month introductory period, in a job classification, the employee enters the End of Introductory Period, or EOI step.
  - 2. Each subsequent July 1 the employee moves one step higher in the same pay grade, and receives the salary increase associated with moving to a higher step.
- (D) When an employee enters into steps one (1) through step five (5), the increase shall be two (2) percent for each step. For steps six (6) through ten (10) the increase shall be one and one-half (1 ½) percent for each step. For steps eleven (11) through fifteen (15) the increase shall be one (1) percent for each step. For steps sixteen (16) through twenty-five (25) the increase shall be one-half (1/2) of one percent for each step. There are no further step increases beyond step twenty-five (25).
- (E) Step-in-Grade increases and/or salary equalization increases designated to be granted on July 1 of any year shall commence at the beginning of the pay period which results in the employees receiving their pay on the first payday following July 1.

**8.03 Pay Chart**

- (A) A pay chart has been developed utilizing information and descriptions shown in Step-in-Grade Increases in this chapter. The pay chart is shown as Exhibit 1 of these policies and procedures.
- (B) The pay chart is the basis for determining the salary of all employees whose jobs have been assigned to a pay grade. Each year on July 1, the entry level salaries for all pay grades shall increase by the percentage of any annual raise awarded to the County employees on July 1, exclusive of any step-in-grade change. The salary of each step in each pay grade shall be adjusted as set forth in Step-in-Grade Increases of this chapter.
- (C) Changes to the pay chart as outlined in Subsection B in this section and any other changes to the pay chart may be made from time-to-time by the majority vote of the Fiscal Court without further changes to these policies and procedures.

**8.04 Pay Grade Classification Plan**

- (A) A pay grade classification plan is a chart showing each job class and its corresponding pay grade. The County Pay Grade Classification Plan is attached to these personnel policies as Exhibit 2. Changes to the Pay Grade Classification Plan may be made from time-to-time by the majority vote of the Fiscal Court without further changes to these personnel policies.
- (B) Changes of job classes from one pay grade to another shall be done in the following manner:



- (1) The Step-in-Grade Plan will be open for proposed changes once per year during the month of January, allowing time for plan changes to be incorporated into the upcoming budget. The Judge/Executive may approve opening the plan at times other than February. The Judge/Executive who, if he/she approves the recommendation, shall submit it to the Fiscal Court for approval.

#### **8.05 Experience**

Experience is defined as having worked in a current position or in a previous position(s), within or outside of the County, in which the duties are essentially those of the position being moved into. The Department Head shall determine what time in a previous position(s) qualifies as experience.

#### **8.06 Pay Procedures for the Newly Appointed Person**

- (A) A newly appointed person placed into a position at Step 1 or higher shall not receive a the six months introductory period raise.
- (B) Any newly appointed person shall not be brought into a position above the entry level without the approval of the Judge/Executive.

#### **8.07 Pay Procedures for Promotions**

A promoted employee shall be moved to the step in the new grade which provides him/her at the same step level.

#### **8.08 Pay Procedures for Demotions**

When an employee is demoted from a particular pay grade to a lower pay grade, he/she shall be placed into the same step level in the new pay grade as he/she held in the previous pay grade.

#### **8.09 Procedures for Changes in Pay Grade**

When a job class is reclassified either upward or downward from one pay grade to another pay grade, the affected employees shall maintain their previous steps in the new pay grade. Each July 1, the employees shall continue to the succeeding step and receive the salary increase associated with that step.

#### **8.10 Salary Equalizations**

In order to move into a smoothly operated step-in-grade pay system, a salary equalization step(s) shall be initiated so all employees fit properly into the step-in-grade system. The salary equalization plan is shown below:

- (A) Each succeeding July 1, all employees, except those who have exceeded Step 25, those in the EL step, those in the first three (3) months of the EOI step and those in the first three (3) months of a newly appointed position or a newly promoted position above the EOI step shall receive a step-in-grade increase, as specified in Step-in-Grade Increases.

#### **8.11 Availability of Funds**

The Fiscal Court, if funds are not available, may suspend the step-in-grade pay system until such time sufficient funds are available. At the time the suspension is removed, the step-in-grade system shall continue, with each employee continuing in the step he/she occupied at the beginning of the suspension.

#### **8.12 Pay Days**

County employees are paid on a bi-weekly basis with the employee's pay directly deposited into the employee's bank account. Payday for wages earned during these pay periods will be the Friday following the end of the pay period.

#### **8.13 Travel Expense Policy**

- (A) Statement of Policy: It is the policy of the County to reimburse employees for reasonable and necessary expenditures made by employees while on official County business. Mileage will be reimbursed at a rate per mile equal to the allowable IRS rate; all other allowable expenses shall be reimbursed on an actual cost basis. All expenses, other than mileage, shall be accompanied by invoices and/or receipts showing proof of payment of such claims. All reimbursements and conferences must be pre-approved by the County Judge/Executive.
- (B) Travel While on County Business
  - (1) Trips Out of Town
    - (i) Lodging: When traveling out-of-town on County business, hotel and motel expenses will be reimbursed upon completion of authorized travel after submittal of a proper claim. A reasonable class of accommodation shall be selected where choice is available. The single rate should be clearly indicated on all receipts.
    - (ii) Meals: Meal costs which an employee incurs while out of town on an overnight stay shall be reimbursed for actual cost plus tip and taxes, provided that the cost of the meal and tip and taxes does not exceed the following costs for normal out of town travel: Breakfast \$ 8; Lunch \$ 12; Dinner \$ 25

Amounts exceeding those listed shall be the responsibility of the employee.

- (iii) Mileage Allowance: Employees who utilize their personal vehicles on travel assignments will be allowed the IRS allowable rate per mile. Any employee who drives a private vehicle on County business must have liability insurance on said vehicle. When two (2) or more employees are attending the same seminar, convention, or meeting, carpooling shall be practiced whenever possible. The actual speedometer reading from the Courthouse to destination and return to Courthouse will be used. If an employee, for his/her own convenience, travels by indirect route or interrupts travel by the most economical route, the employee shall bear any extra expense involved. Reimbursement for such travel shall be based on the most economical route available.
- (2) Local Travel and Expense: Parking fees will be reimbursed by actual cost and receipts shall be presented if available.
- (C) Employees who are required to drive a County vehicle to and from work shall value to the extent of the allowable rate per day included as gross income on the Internal Revenue Service Form W-2.
- (D) An employee who commutes to and from work in a County owned or leased vehicle for genuine business reasons shall keep personal use of the vehicle to a very minimal amount.

#### **8.14 Uniforms**

The County will provide uniforms for applicable Jail, Solid Waste and Recycle and Road department personnel. These uniforms must be returned upon employees termination. Ambulance service and Animal Shelter personnel will receive a uniform allowance.

#### **8.15 Compensation upon Termination**

- (A) Final Paycheck Calculation:
  - (1) An exempt employee's final paycheck will be calculated based upon the number of hours in the pay period in which they are terminating. Any days/hours not worked during the final pay period will be recorded as Leave without Pay. The method of calculation will divide the normal salary by the total number of hour's recorded (including leave without pay) for the actual number of hours worked at the calculated hourly rate.
  - (2) A nonexempt employee will be paid their normal hourly rate for the actual number of hours worked.

### **Section 9: Performance Evaluations and Training**

#### **9.01 Performance Evaluations**

To achieve the County's goal to train, promote, and retain the best qualified employee for every job, the County shall conduct performance evaluations prior to the end of each Introductory period and annually thereafter for all positions.

#### **9.02 Training (In-Service)**

- (A) County Employees are encouraged to participate in continuing education (training) programs to improve their efficiency and effectiveness in their position. Participation in training programs must be approved in advance by the Judge/Executive or his/her designee.
- (B) Training is defined as any work related program; seminar, conference, convention, course or workshop attended by an employee whose tuition and expenses are funded in whole by the County or while the employee is in a paid status by the County.
- (C) Employees participating in approved in-service training programs will have registration fees and travel expenses paid by the County as well as time off with pay to attend programs if held during regular working hours.

### **Section 10: Benefits**

#### **10.01 Health Insurance**

The County shall offer health insurance to all eligible full-time employees subject to the terms and conditions set forth by the available health insurance plan or plans. A health insurance committee shall be formed annually to recommend to Fiscal Court the plan choices to be available to eligible employees. The health insurance committee shall also recommend what percentage of each health insurance premium shall be paid by the county for single, spouse, family, and employee plus child rate. Fiscal Court shall then vote to determine annually what plans shall be offered and what amount the county shall contribute toward the premiums.

#### **10.02 Section 125 Cafeteria Plan**

Each full-time employee may participate in the Section 125 Cafeteria Plan. This is a pretax plan for health, dental, vision, short term disability and cancer insurance premiums.

#### **10.03 Deferred Compensation Program**

Each full-time employee may participate in the Kentucky Deferred Compensation Program. This program, usually considered as a supplement to the County retirement program, allows the employee to invest in a 401K, 457, or Roth IRA program within the state program. The employee makes all contributions to this program. The County does not make contributions on behalf of the employee.

#### **10.04 Worker's Compensation**

Insurance covering on-the-job injuries is paid by the County. Such injuries must be reported to the appropriate County officials immediately in order to insure proper handling of a claim.

#### **10.05 Unemployment Compensation**

All employees are covered under this program. The County pays one hundred percent (100%) of the cost of the coverage.

#### **10.06 Retirement (CERS)**

All regular full-time employees of the County must participate in the County Employees Retirement System (CERS), administered by the Kentucky Retirement Systems Board of Trustees. Mandatory employee contributions at rates set by the state are deducted from the employee's earnings. In addition, the County contributes a percentage of the employee's gross earnings to the CERS. This rate is also set by the state. The county participates in the Standard Sick Leave policy with CERS.

#### **10.07 Social Security and Medicare**

The County and the employee both contribute to this program at rates set by the United States Congress.

#### **10.08 COBRA**

- (A) According to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), the County is required to offer its employees continued health care coverage under its group health plan(s). Active employees, retirees and their dependents who lost coverage as result of a "qualifying event" are considered to be "qualified beneficiaries" eligible to elect continued coverage at the expense of the employee or qualifying beneficiary. Proof of good health is not required for this benefit.
- (B) "Qualifying events" that require an offering of continued coverage are:
  - (1) Termination of employment;
  - (2) Reduction of hours;
  - (3) Death of the covered employee or retiree;
  - (4) Divorce or legal separation of the covered employee or retiree;
  - (5) A dependent child ceasing to qualify for coverage under the plan; or
  - (6) The covered retiree becomes eligible for Medicare.
- (C) In addition to the provisions listed above, to be eligible to continue coverage the covered employee or retiree and dependents must not be covered under any other group health plan or be entitled to benefits under Medicare.
- (D) The group health plan must offer continued health care coverage, at the expense of the employee or qualifying beneficiary, for up to:
  - (1) Eighteen (18) months following termination of employment or reduction of hours, and
  - (2) Thirty-six (36) months following any other qualifying event.

### **Section 11: Leaves of Absences & Time Off**

#### **11.01 Leaves**

The County has 12 types of leaves:

- (a) Vacation Leave
- (b) Sick Leave
- (c) Family and Medical Leave Act (FMLA)
- (d) Disability Leave
- (e) Maternity/Adoption Leave
- (f) Funeral Leave
- (g) Leave without Pay
- (h) Jury Duty/Court Leave
- (i) Military Leave
- (j) Voting Leave
- (k) Administrative Leave
- (l) Holiday
- (m) Compensatory Time

#### **11.02 Vacation (Annual Leave)**

The County recognizes that annual/vacation leave is important to an employee's health and wellbeing. Annual leave provides employees with rest and a change of pace. There are additional benefits in terms of morale and productivity.

- (A) All employees occupying regular full-time positions who have completed their six month introductory period shall be granted annual leave at full pay at their current salary rate.
- (B) Newly hired employees will accrue vacation hours but may not use them or be paid for the accrued time if employment is

terminated prior to the completion of six (6) months of service. The following schedule shall apply:

1. Vacation time is defined as time granted to an employee during which he/she shall receive pay while absent from work. Each full-time employee (excluding 24 hour shift staff) shall be granted eight (8) hours of vacation time for each full calendar month worked beginning with the date of employment, during the first five (5) years of uninterrupted employment; ten (10) hours during the next ten (10) years (6 to 15 years of employment); and twelve (12) hours thereafter until termination of employment. Vacation time shall not accrue during a partial calendar month worked at the beginning and/or at the end of employment, except that a day(s) not worked at the beginning or at the end of a calendar month in which an employee begins or ends employment, which is not normally considered a work day for the employee, shall not prevent the employee from receiving a monthly accrual of vacation time for that particular month.
  2. An exception to subsection 1 in this section shall be for employees working the twenty-four (24) hour shifts as follows: twelve (12) hours of vacation time shall be granted for each full calendar month worked following the date of employment, beginning with the date of employment, during the first five (5) years of uninterrupted employment; fifteen (15) hours of vacation time shall be granted during the next ten (10) years (6 to 15 years of employment); and eighteen (18) hours of vacation time shall be granted thereafter until termination of employment. Vacation time shall not accrue during a partial calendar month worked at the beginning and/or at the end of employment. When calculating overtime, the use of vacation time shall be considered as time worked for those employees assigned to work a twenty-four (24) hour shift.
  3. No employee can sell their vacation time to another employee, but may donate with Judge/Executive's approval.
  4. Employees are able to buy out a maximum of eighty hours of accrued vacation hours per calendar year at the discretion of the Judge/Executive.
- (C) Vacation leave should be requested in advance whenever possible. Two (2) weeks notice should be given for each five (5) consecutive days that are requested. All requested leave may be disapproved if an employee's services are required by the County at the requested time.
- (D) An employee who resigns is expected to give at least a ten (10) working days' notice and, if done, shall entitle him/her to payment for any accrued vacation time; otherwise, accrued vacation time can be forfeited by the employee at the discretion of the County Judge.
- (E) Employees absent because of sickness, injury, or disability may use accrued vacation leave only after accrued sick leave has been exhausted.
- (F) Employees may accrue up to two hundred forty (240) hours of vacation leave. No additional accruals are allowed to be carried over at the end of a fiscal year unless approved by Supervisor or County Judge/Executive.

#### **11.03 Sick Leave**

Sick leave is provided so an employee will not be seriously handicapped financially if he/she is unable to work because of injury or illness. Sick leave is not to be regarded in the same manner as annual vacation leave, even though the provisions may sound similar. It is not something an employee has earned and is entitled to. An employee who abuses sick leave may be subject to disciplinary action, up to and including dismissal.

- (A) All employees occupying full-time regular positions shall receive eight (8) hours of sick leave per month.
- (B) Sick leave may be used by employees when they are unable to perform their duties because of:
- (1) Sickness or injury, or when the individual is quarantined;
  - (2) Medical, dental, or optical examinations and/or treatment;
  - (3) Pregnancy or adoption;
  - (4) Required care of a sick or injured member or their immediate family for a reasonable period of time; or
  - (5) Death in an employee's immediate family.
- (C) No employee can sell their sick leave to another employee, but may donate with Judge/Executive's approval.
- (D) All foreseeable leave for such purposes shall require the approval of the employee's supervisor.
- (E) If specifically requested by his/her Supervisor, the employee will present to his/her Supervisor a statement from his/her doctor as to the necessity of the absence from work.
- (F) For accrual purposes, a new employee who reports for work on or before the 15<sup>th</sup> of the month shall accrue the full amount for that month; if employed on or after the 16<sup>th</sup>, a new employee shall begin accruing sick leave the beginning of the following month. Unused sick leave may be accrued up to a maximum the amount allowed by the County Employees Retirement System.
- (G) Employees shall not be compensated for accrued sick leave upon termination of employment.

#### **11.04 Family and Medical Leave Act of 1993**

As a public employer, Meade County is required by the provisions of the Family and Medical Leave Act of 1993 (FMLA) to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons (See Appendix B).

#### **11.05 Disability Leave**

- (A) Any employee who suffers injury or illness as a result of a work related accident or illness shall be compensated by the

- worker's compensation insurance company at the negotiated rate.
- (B) Employees shall continue to accrue sick and vacation leave while on disability leave due to a service related accident or illness for a period of six (6) months after the accident or illness.
  - (C) Employees who are disabled, for whatever reason, and are unable to perform their regularly assigned work tasks, will not normally be able to resume their service with the County until they have written clearance to do so from an attending physician.
  - (D) In the case of the death of an employee, all accrued vacation will be paid to the individual designated as beneficiary. If no beneficiary is designated, vacation accrued will be paid to his or her estate.

#### **11.06 Maternity Leave**

Maternity leave shall be granted under the provisions of the FMLA for employees with temporary disability due to childbirth, miscarriage or adoption (See Appendix B.)

#### **11.07 Funeral Leave**

- (A) Regular full-time employees may be granted up to three (3) working days off, without loss of pay, when a death has occurred in the employee's immediate family. Immediate family is defined as: Parents, grandparents, spouse, children, grandchildren, brothers, sisters and immediate in-laws.
- (B) Leave for the death of other relatives shall be granted for one (1) day only.
- (C) Leave for the death of friends or co-workers shall be charged from the employee's annual leave.
- (D) A reasonable extension of time may be granted at the discretion of the Meade County Judge Executive.

#### **11.08 Leave without Pay**

- (A) An unpaid leave of absence may be granted to an employee as a means of taking leave for compelling personal reasons without terminating their employment, provided such leaves do not result in unreasonable expense or disruption of the County's work activities. Employees may be granted an unpaid leave of absence by the Meade County Judge/Executive for such reasons as education, internship and any other reason approved by the Judge/Executive not to exceed ninety (90) days.
- (B) The County will continue for ninety (90) days to pay the employer's share of any insurance benefits for a full-time employee who is in leave without pay status and is expected to return to work. However, anything other than single coverage will be at the expense of the employee.

#### **11.09 Jury Duty/ Court Leave**

- (A) When any full time employee is required to serve on a jury, he/she shall be compensated at the normal rate of pay while serving on jury duty. Employees serving on jury duty shall be absent from work during the times required by the courts. If not selected from a panel of jurors to serve on a jury, the employee is required to report for the remainder of the scheduled workday.
- (B) Employees who are plaintiffs or defendants, or summoned as a witness in a proceeding involving or arising from outside employment or personal business shall not be entitled to leave with pay, but may use accrued annual or sick leave during the absence.
- (C) Meade County Public Safety officers required to appear in court with regard to a case in which they are involved, shall be paid at their regular rate of pay. When court time and normal work hours exceed forty (40) hours in a given work week the overtime rate shall be paid.
- (D) When any full time employee is summoned by the court to be a witness in a court proceeding arising from within the scope of his/her employment, he/she shall be compensated at the normal rate of pay for the time he/she is required to appear in court. The summoned employee shall be absent from work only during the times required by the courts.

#### **11.10 Military Leave**

- (A) Any employee occupying a full-time, regular position with the County who is a member of the National Guard or any reserve component of the Armed Forces of the United States, or of the Reserve Corps of the United States Public Health Service, shall be entitled to leave of absence for a period not exceeding fifteen (15) calendar days in any one calendar year for the purpose of attending annual mandatory training (KRS 61.394, 61.396.)
- (B) Employees shall receive credit for length of service for the time served in the armed forces as it relates to the retirement program (CERS), as per the provisions of the Kentucky Revised Statutes.

#### **11.11 Voting Leave**

As provided in Section 148 of the Constitution of Kentucky, any person entitled to a vote at any election in this state shall, if he has made application for leave prior to the day he appears before the County Clerk to request an application for or to execute an absentee ballot, be entitled to absent himself from any services or employment in which he is then engaged or employed for a reasonable time, but not less than four (4) hours on the day he appears before the clerk to request an application or to execute an absentee ballot, during normal business hours of the office of the clerk or to cast his ballot on the day of the election between the time of opening and closing

the polls. The employer may specify the hours during which an employee may absent himself [KRS 118.035(2)].

#### **11.12 Administrative Leave**

On a case-by-case basis, Fiscal Court may place an employee on administrative leave with or without pay for an indefinite period of time, as determined by the Judge/Executive to be in the best interests of the County during the pendency of an investigation or other administrative proceeding.

#### **11.13 Holidays**

- (A) The county shall follow the State Holiday Schedule as determined annually by the County Judge Executive.
- (B) When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed the following Monday.
- (C) The County Judge/Executive may designate additional holidays or declare the Courthouse closed as deemed necessary.
- (D) All employees occupying full-time regular positions shall receive holiday pay. Employees who work on a holiday shall be compensated for actual hours worked at one and one-half (1.5) times their regular rate of pay. Employees working on Christmas and Thanksgiving Day shall be compensated at two and one-half (2.5) times their regular pay.

#### **11.14 Compensatory Time**

Compensatory time, at a rate of one hour off for one hour worked, maybe offered to salaried employees to meet unusual work conditions. Compensatory time is not authorized for hourly employees. Salaried employees may accrue up to two hundred forty (240) hours of compensatory leave. No additional accruals are allowed to be carried over at the end of a fiscal year unless approved by County Judge/Executive. Exempt employees shall not be compensated in cash for the overtime worked.

### **Section 12: Employee Responsibilities & Conduct**

#### **12.01 General Policy**

Each employee should be aware of the acceptable standards of conduct that are expected from an employee of the Citizens of Meade County. An employee's conduct should be in accordance with the County's Ethics Ordinance.

#### **12.02 Outside Employment & Conflicts of Interest**

The County recognizes the right of employees to spend non-working hours away from the job without restriction. However, the County requires that activities away from the job must not compromise the County's interest, adversely affect the employee's job performance and ability to fulfill all responsibilities to the County, or create liability for the County.

#### **12.03 Political Activities**

- (A) No employee, as a condition of employment or continued employment, shall be required to contribute to or campaign for any candidate for any political office.
- (B) No employee of the County shall engage in political activity during his/her assigned duty hours.

#### **12.04 No Smoking Policy**

For health and safety considerations, the County prohibits smoking by employees in all County facilities, except in designated areas. Smoking is prohibited in County-owned buildings, vehicles, and offices or other facilities rented or leased by the County, including individual employee offices.

#### **12.05 Use of Equipment**

- (A) Use of County phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited. Other County equipment, including vehicles, should be used by employees for County business only. An employee's misuse of County services, telephones, vehicles, equipment, or supplies can result in disciplinary action, up to and including termination.
- (B) Employees who are required to carry a cell phone to and from work and chose to use their own cell phone will be charged a fringe benefit and be reimbursed the rate approved by the Judge/Executive for personal phone call usage.

#### **12.06 Seat Belt Policy**

Anyone operating or riding in County vehicles must wear seat belts at all times.

#### **12.07 Driver's License Requirements**

In the event an employee loses his/her privilege to operate a motor vehicle, temporarily or permanently, an employee may be subject to disciplinary action up to and including termination.

#### **12.08 Privacy**

The County requires all employees to respect the privacy rights of others at all times. However, offices, storage areas, desks, and lockers are the property of the County, and the County reserves the right to search any such areas at any time, with or without prior notice, at the sole discretion of the Meade County Judge/Executive or his/her designee.

### **12.09 Electronic Mail (E-Mail) and Internet Use**

#### **(A) E-mail:**

- (1) Employees of Meade County shall not use e-mail to transmit messages of a sensitive nature. Confidential County information shall never be transmitted by e-mail.
- (2) Employees shall not use the County's e-mail to transmit messages that are threatening, harassing or offensive such as racial or ethnic slurs or messages that are sexually oriented.
- (3) Employees shall not use other employees' passwords to gain access to co-workers e-mail files.

#### **(B) Internet:**

- (1) County computers are for County related business. However, County employees are permitted limited personal access to the Internet during their personal time.
- (2) Under no circumstances shall County employees access or download material from sexually oriented sites, or transmit material or messages that are sexually offensive or harassing, threatening, obscene, offensive, or discriminatory.
- (3) Downloading material from an Internet site may also implicate copyright law. If you are in doubt about whether material may be downloaded without violating copyright laws, contact the County's network manager or legal counsel prior to downloading.
- (4) The County reserves the right to monitor Internet usage to assure compliance with these policies. Employees have no expectation of privacy in relation to Internet usage.
- (5) Employees must receive authorization prior to using software that has not been supplied by the County.

#### **(C) Employees who violate the e-mail policy, the Internet policy, or both will be subject to disciplinary action, up to and including termination.**

### **12.10 Reporting Accidents**

Employees are required to immediately report any work related accident, illness, or injury. The proper reporting of such matters is critical in insuring that the employee receives all the benefits to which he/she is entitled under the Kentucky Worker's Compensation Act and is important part of the County's safety program.

### **12.11 Violence in the Workplace**

The Meade County Fiscal Court will not tolerate violence, threats, harassment, intimidation, and other disruptive behavior by any employee against any other employee or persons in the workplace. All reports of incidents will be taken seriously and will be dealt with appropriately.

### **12.12 Harassment in the Workplace**

In order to provide a safe and productive workplace, Meade County strictly prohibits harassment of employees by supervisors, third parties, or fellow employees.

### **12.13 Cell Phone Usage**

Use of cell phones while operating county equipment and vehicles shall be prohibited. Personal cell phone usage shall be limited to breaks and lunch period.

## **Section 13: Sexual Harassment**

### **13.01 Policy Statement**

It is the policy of the Meade County Fiscal Court to strive to maintain a working environment that is free from sexual harassment by supervisors, co-workers, or third parties. The County does not tolerate employee harassment or intimidation of any kind. According to the federal Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

### **13.02 Prohibited Actions**

The following are examples of acts which are in violation of this policy:

- (A) Rape, sexual battery or attempts to commit these assaults;
- (B) Unwanted sexual propositions, comments, gestures, noises, remarks, jokes and/or physical advances such as touching, pinching, patting, grabbing and brushing against another employees body;
- (C) Preferential treatment or promises of such treatment to an employee for submitting to sexual conduct; and
- (D) Retaliation against an employee who has complained about or resisted sexual harassment.

### **13.03 Same-Sex Harassment**

The County recognizes that same sex harassment is equally intolerable. Occurrences of same-sex harassment can take place through any of the above mentioned examples.

### **13.04 Penalties for Misconduct**

Any employee who is determined to have violated this policy will be subject to immediate discipline, up to and including termination of employment.

### 13.05 Complaint Procedures

An employee may report an incident(s) of sexual harassment and retaliation as follows:

- (A) The employee shall notify his/her supervisor, or the County Judge/Executive, of the harassment as soon as possible. Complaints shall be in writing and will be investigated expeditiously with confidentiality being maintained to the greatest extent possible. Any supervisor receiving a sexual harassment complaint shall report it to the County Judge/Executive immediately.
- (B) The supervisor shall investigate the complaint and provide a written report to the complainant within a reasonable period of time. The supervisor will make recommendations for corrective or disciplinary action to the County Judge/Executive who will promptly consider and act on those recommendations.

### 13.06 Education and Training

All employees will be provided with annual training on the identification and reporting of sexual harassment. Supervisors will participate in training sessions designed to address sexual harassment.

## Section 14: Discipline & Terminations

### 14.01 Disciplinary Warnings

- (A) Whenever employee's breach of work rules, misconduct, poor performance, or other unacceptable conduct comes to the attention of the Department Head or Meade County Judge/Executive, the employee may receive a disciplinary warning. Such a warning is intended to make the employee aware of the seriousness of the problem and the need for corrective action.
- (B) All warnings will be delivered privately in both oral and written form. If a written warning is given, the employee will be asked to sign the warning and be given a copy. The County reserves the right to take other disciplinary action deemed appropriate under the circumstances, including demotion, suspension, or termination of employment in lieu of a warning.
- (C) If an employee believes a warning is not justified, the employee is entitled and encouraged to freely discuss the situation with his/her supervisor, Department Head, or if needed, the Meade County Judge/Executive. If the problem cannot be resolved at the departmental level then the employee may make a written report to the Meade County Judge/Executive who will investigate the relevant circumstances. If no agreement is reached at this level, then the employee may appeal to fiscal court for a final decision.

### 14.02 Other Disciplinary Actions That May Be Selected

- (A) Suspensions
  - (1) The Meade County Judge/Executive may suspend an employee with or without pay for a period of up to thirty (30) work days.
  - (2) If an employee is suspended due to an investigation of an alleged criminal violation the above time limit shall not apply.
  - (3) The suspended employee shall be notified of the suspension in writing at the time of the action. The notice shall include the reason(s) for and duration of (if known) the suspension. The employee shall be requested to sign a receipt of notification upon presentation of a suspension notice.
  - (4) Employees suspended without pay for a period of thirty (30) work days may forfeit accrual of sick and annual leave, holiday pay (if applicable), and retirement contributions during the time of suspension.
- (B) Demotion or Reduction in Salary
  - (1) A demotion or reduction in pay may be used as a form of disciplinary action under circumstances warranted by the Judge/Executive. The demoted employee will be notified in writing at the time of the action and will be requested to sign a receipt of notification.
  - (2) The reduction may be in accordance to the appropriate salary that the newly assigned demoted position would pay to an individual with qualifications to fill the position. The reduction in salary may be used to reflect the alteration of responsibility that the employee has due to the disciplinary action. The reduction in pay will be within the assigned pay scale for positions of comparable responsibility and class.
- (C) The County's use of any of the above disciplinary actions does not alter the "at-will" nature of county employment.

### 14.03 Termination

- (A) The County may terminate any employee, with or without prior notice, for any of the following reasons, or similar reasons (This list is provided solely for purposes of illustration, and is not intended to be comprehensive and does not limit the County's right to terminate employees for reasons not included on the list or otherwise in any way affect the "at-will" status of any employee.):
  - (1) Grossly, intentionally, willfully, or repeatedly violating or disregarding the established rules of the County;
  - (2) Dishonesty;
  - (3) Insubordination;
  - (4) Incompetence; inability to learn or perform the assigned work;
  - (5) Misconduct;



- (6) Uncooperativeness – unwillingness or inability to work with co-workers or supervisors;
- (7) Excessive absenteeism or tardiness;
- (8) Conflicts of interest;
- (9) Discourtesy to the public;
- (10) Drug Use; and
- (11) Any other reason deemed appropriate by the Meade County Judge/Executive.

(B) Employee has the right to request a hearing before Fiscal Court on any termination or disciplinary actions.

#### **14.04 Separation**

Upon termination from the County, an exit interview will be scheduled with the employee and the Meade County Judge/Executive or designee. The following procedure will occur:

- (A) The employee will review their complete personnel file and state, in writing on the Authorization Release form, what information they authorize the County to release upon written request from an outside source.
- (B) All paperwork concerning benefits and employment, returning of keys, government travel cards, return of equipment, and issue of final check will occur at this meeting.

#### **14.05 Resignation**

- (A) An employee may resign at any time, but the County requests that he/she notify the Meade County Judge/Executive or his/her designee, in writing of his/her intent to resign and the effective date of resignation. The County requests, when possible, that an employee wishing to resign provide the County with a two-week notice excluding any vacation or voluntary type leave.

#### **14.06 Layoffs (Reduction in Forces)**

- (A) The Meade County Judge/Executive may lay off an employee or employees because of lack of work and/or funds. The order of layoff shall be determined by the needs of the County. Consideration shall be given to the seniority, merit, and qualifications of persons being considered for layoff.
- (B) Temporary, seasonal, and newly hired employees shall be laid off before employees occupying regular positions within class(es) affected by layoff.
- (C) Two (2) weeks before the effective date of the layoff of an employee occupying a regular position, the Meade County Judge/Executive shall notify the employee of the layoff in writing. The notice should explain the reason(s) for the layoff and its expected duration, if known, and certify whether the employee's service has been satisfactory. A copy of the notice shall be placed in the employee's personnel file.
- (D) An employee who has satisfactory service and is laid off shall be eligible for reemployment in another vacant position provided he/she meets the qualifications for the position.

#### **14.07 Reinstatement**

- (A) The Meade County Judge/Executive may reemploy any former employee who has resigned from the County with a satisfactory employment record or who has been laid off because of lack of work or funds.
- (B) As stated previously, the employment dates of an employee who resigns or is laid off and is reinstated, shall be the latest date of employment unless otherwise specified by the Meade County Judge/Executive. Leave time and other benefits will begin to accumulate at this point unless otherwise specified by the Meade County Judge/Executive.
- (C) The Meade County Judge/Executive shall reinstate into his/her former position or a comparable position any employee who fails during the introductory period to serve satisfactorily in a position to which they have been promoted. The reinstated employee shall receive at least the rate of pay they were receiving at the time of promotion.

#### **14.08 Grievance Procedures**

A grievance is an employee's expressed dissatisfaction related to his/her job.

- (A) Any employee, who believes that he or she has been adversely affected by an act or decision by the County, should address any grievance or complaint to his or her supervisor, Department Head, or the Judge/Executive.
- (B) Although the decision of the County Judge/Executive shall be the final procedure for the complainant at the local level, the employee may appeal to fiscal court for a final decision.

## APPENDIX A

### Meade County Fiscal Court DRUG FREE WORKPLACE

#### POLICY STATEMENT

It shall be the policy of the Meade County Fiscal Court that its workplace shall be drug-free in compliance with the Drug-Free Workplace Act of 1998 (PL 100-690, Title V, Subtitle D). This publication provides details of this policy, a statement on dangers of drugs in the workplace, sources of information and assistance and is the basis of a form each employee is required to sign assuring compliance.

It is the policy of the Meade County Fiscal Court that no employee shall engage in unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace of the Meade County Fiscal Court. Controlled substances are those described in KRS 218A.020 through KRS 218A.140 as included with this statement or in the regulations of the Kentucky Cabinet for Human Resources.

The purpose of this policy is to avoid the dangers of drugs in the workplace as described further in this publication. Another purpose is to advise employees of available sources of counseling, rehabilitation and employee assistance.

Each employee is hereby notified that they shall notify the County Judge/Executive of any criminal drug conviction for a violation in the workplace within five (5) days of said conviction. The Meade County Fiscal Court must take action as appropriate within thirty (30) days. Any employee violating the terms of this policy and testing positive on drugs will be subject to immediate dismissal by the Judge Executive.

Employees found to be abusing drugs, but not convicted of any drug statute violation, will be subject to appropriate personnel action against such an employee up to and including termination or be required to participate satisfactorily in a drug abuse assistance or rehabilitation.

#### DRUGS WITH POTENTIAL FOR ABUSE

Barbiturates (Nembutal, Seconal, Amytal, Tuinal, etc.). These are central nervous system depressants that are highly addictive both mentally and physically; they have a high potential for causing overdose reactions and severe and dangerous withdrawal complications.

Minor Tranquilizers (Librium, Valium, etc.). These have an effect similar to barbiturates and alcohol but are less powerful in their effect and less likely to produce physical and psychological dependency, although psychological dependency is still very common among users.

Narcotics (Opium, Morphine, Heroin, etc.). These are drugs that act upon the central nervous system and parasympathetic nervous system to reduce pain, induce sleep and have a general calming effect. They are very physically and psychologically addictive and, because of the haphazard manner in which they are manufactured and sold frequently are used in excess.

## DRUG-FREE WORKPLACE continued

**Stimulants** (Amphetamines, Cocaine, etc.). These are drugs that affect the central nervous system, causing increased alertness and activity and bringing on a feeling of confidence and well-being. They cause psychological dependency but their ability to cause actual physical dependency is not clear. They can have negative psychological effects when overused.

**Hallucinogens** (LSD, Mescaline, Psilocybine, PCP, etc.). These drugs act upon the central nervous system and produce changes in perception with accompanying excitement to the user. They are not likely to cause psychological or physical dependency. They are somewhat unreliable in their effect and may cause extreme anxiety reactions or panic states in some users.

**Marijuana** The active ingredient in marijuana is THC, which is sometimes classified as a hallucinogen. The actual amount of this chemical in marijuana is quite low; however; and hallucinations are rare. It generally has an intoxicating effect and may heighten sensory perception, especially auditory perception. There are almost no observable physical effects due to marijuana use. It can produce a psychological dependence somewhat similar to caffeine and has no potential for physical dependence.

**Volatile Substances** (Gasoline, Paint Thinner, Lighter Fluid, Airplane Glues, etc.). These substances act on the central nervous system and produce an intoxicating effect. They can be extremely dangerous, causing brain damage or death from overdose.

**Caffeine and Nicotine** These can also be described as drugs. Their physical effects are well documented, they are both psychologically addicting and nicotine can be physically addicting to some people.

If you have a drug problem, the following agencies can help through individual counseling and family counseling:

***Communicare***

1311 N. Dixie Avenue  
Elizabethtown, KY 42701  
(502) 765-5145

***Lincoln Trail Hospital***

3909 S. Wilson Road  
Radcliff, KY 40160  
(502) 351-9444 or 769-5000

***Alcoholics Anonymous***

7033 N. Dixie  
Elizabethtown, KY 42701  
(502)-737-4145  
National Hot Line  
(800) 467-8019

\* Additional Drug Abuse and Addiction Treatment Centers may be available in your community.

## **APPENDIX B**

### **Meade County Fiscal Court FAMILY AND MEDICAL LEAVE AT (FMLA)**

#### **POLICY STATEMENT**

As provided by the 1993 Family and Medical Leave Act (FMLA), all eligible employees shall be entitled to take up to twelve (12) weeks of unpaid, job-protected leave during any twelve (12) month period for one or more specified reasons.

#### **COVERED FAMILY AND MEDICAL REASONS**

An eligible employee shall be entitled to twelve (12) weeks of unpaid leave during a twelve (12) month period for one or more of the following reasons:

1. The birth or placement of a child for adoption or foster care;
2. To care for an immediate family member (spouse, child, or parent) with a serious health condition;
3. To take medical leave when the employee is unable to work because of a serious health condition;
4. A serious health condition, which shall be defined as an illness, injury, impairment of physical or mental condition of a serious and long term nature resulting in recurring or lengthy absences (3 or more calendar days). Treatment of such an illness would occur in an inpatient situation at a hospital, hospice, or residential medical care facility, or would consist of continuing care provided by a licensed health care provider.

An employee may take leave if a serious health condition makes the employee unable to perform the functions of his/her position. Employees with questions about whether specific illnesses are covered under this policy or under the County's sick policy are encouraged to meet with their County Judge/Executive or the FMLA officer.

#### **EMPLOYEE ELIGIBILITY**

An employee shall be entitled to family or medical leave when he/she has been employed by the County for at least one year.

## APPENDIX C

### Meade County Fiscal Court Open Records Request

HB 312 amends KRS 61.880(1) so that after June 29, 2021, a public agency must respond to a request to inspect records within five business days. Previously, the law required a response within three business days.<sup>1</sup> HB 312 also alters how requests to inspect records may be made and accepted. Beginning on June 29, 2021,<sup>2</sup> only residents of the Commonwealth may request to inspect public records. The definition of “resident” will be codified at KRS 61.870(10), but it includes individuals and businesses living, operating, and working within the Commonwealth, as well as news-gathering organizations.<sup>3</sup> Thus, effective June 29, 2021, a person submitting a request to inspect public records must include with the request a statement that the person making the request is a resident of the Commonwealth. A public agency may deny a request to inspect records that does not include such a statement. *See* KRS 61.872(2).

Open records request may be sent to Meade County Fiscal Court 516 Hillcrest Drive Suite 12 Brandenburg, KY 40108 or to [openrecordsrequest@meadeky.gov](mailto:openrecordsrequest@meadeky.gov) by using the form provided on the next page.

Copies of written material in the public records of this agency shall be furnished to any person requesting them on payment of a fee of twenty-five (25) cents a page; copies of non-written records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record.

**Request to Inspect Public Records**

Pursuant to the Kentucky Open Records Act ("the Act"), KRS 61.870 et seq., the undersigned requests to inspect the public records which are described below.

**Requester's contact information.**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail \_\_\_\_\_

Address (if applicable): \_\_\_\_\_

Records to be inspected: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Statement regarding the use of public records.** KRS 61.870(4) defines "commercial purpose" as "the direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary, or fee." However, "commercial purpose" does not include the publication or related use of the public record by a newspaper or periodical, by a radio or television station in its news or informational program, or by use in the prosecution or defense of litigation by the parties to such an action or their attorney.

This request is (choose one):

☐ NOT for a commercial purpose; or

☐ FOR a commercial purpose.

**Statement regarding residency.** I further state that I am a resident of Kentucky because I am (please check one):

☐ An individual residing in the Commonwealth; or

☐ A domestic business entity with a location in the Commonwealth; or

☐ A foreign business entity registered with the Kentucky Secretary of State; or

☐ An individual that is employed and works at a location within the Commonwealth; or

☐ An individual or business entity that owns real property within the Commonwealth; or

☐ An individual or business entity that has been authorized to act on behalf of an individual or business entity listed above; or

☐ A news-gathering organization as defined in KRS 189.635(8)(b)1a. to e.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pursuant to KRS 61.876(4), the Office of Attorney General has promulgated by administrative regulation this form. See 40 KAR 1:040.

This policy is adopted by the Meade County Fiscal Court and shall be in full force and in effect on Tuesday, the 20th day of July 2021.

PASSED BY A VOTE OF 6 to 0.

Voted in favor:

|                     |                      |
|---------------------|----------------------|
| <u>Esq. Hodderd</u> | <u>Esq. Chapman</u>  |
| <u>Esq. Dix</u>     | <u>Esq. Wardrip</u>  |
| <u>Esq. Lipas</u>   | <u>Esq. Hardesty</u> |

MEADE COUNTY FISCAL COURT

Leslie Stith  
LESLIE STITH  
MEADE COUNTY JUDGE/EXECUTIVE

ATTEST TO:

Tammy Graham  
TAMMY GRAHAM  
FISCAL COURT CLERK

APPROVED AS TO FORM:

Jessie B. Roberts  
JESSICA BROWN ROBERTS  
MEADE COUTNY ATTORNEY

This policy is adopted by the Meade County Fiscal Court and shall be in full force and in effect on Tuesday, the 20th day of July 2021.

PASSED BY A VOTE OF \_\_\_\_\_ to \_\_\_\_\_.

Voted in favor:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

MEADE COUNTY FISCAL COURT

\_\_\_\_\_  
LESLIE STITH  
MEADE COUNTY JUDGE/EXECUTIVE

ATTEST TO:

\_\_\_\_\_  
TAMMY WEICK  
FISCAL COURT CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
JESSICA BROWN ROBERTS  
MEADE COUTNY ATTORNEY



## Personnel Policies

### Certificate of Receipt

The employee handbook describes important information about Meade County Government, and I understand I should consult my supervisor regarding any questions not answered in the handbook. I have entered into my employment relationship with Meade County Government voluntarily and acknowledge there is no specified length of employment. Accordingly, either I or Meade County Government can terminate the relationship at-will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are subject to change, I acknowledge revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand revised information will supersede, modify, or eliminate existing policies. Only the Meade County Judge/Executive and Meade County Fiscal Court has the ability to adopt personnel policies.

Furthermore, I understand this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

*I certify I have been through a complete orientation, received a copy of the Personnel Policies and Procedures, and have been afforded ample opportunity to ask questions about the policies and procedures of the Meade County Government. I understand it is my responsibility to be familiar with the contents of this manual.*

My signature affirms I completed the Meade County Government orientation process. I agree to become familiar with the Personnel Policies & Procedures Handbook

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## Personnel Policies

### "At-Will" Employment

The following policies have been developed to provide you with information concerning the philosophies and practices of Meade County Government in personnel matters. These policies were effective as of February 11, 2020. Please read through these Personnel Policies, and discuss any questions you may have with your supervisor.

Employment by Meade County Government is "at-will". Therefore, Meade County Fiscal Court is not required to give any reason for relieving or terminating employees or positions. Meade County Government supports Americans with Disabilities Act, Equal Employment Opportunity Commission, Older Americans Act, Civil Rights Act, and other applicable federal and state legislation, regulations, and laws.

*I hereby understand my employment is an "at-will" basis and I hereby accept appointment of Meade County Government. I further understand that my "at-will" nature of employment may not be altered by any oral or written agreements, nor perceived as implied through conversations, policies, or any means whatsoever in or out of the workplace.*

*Verification of receipt and understanding of the at-will terms of employment:*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Personnel Policies**

**CERTIFICATION OF ACKNOWLEDGEMENT  
DRUG & ALCOHOL-FREE WORKPLACE  
POLICIES AND PROCEDURES**

*I, the undersigned, acknowledge I have viewed the Meade County Government's Certified Drug Free Workplace policy and understand the policies and procedures as presented. I further acknowledge I have been presented a copy of the full policy and procedures regarding a drug free workplace, and I agree to follow all policies and procedures as set forth therein. I accept and understand that following these policies and procedures is a condition of my employment or my continued employment with the Meade County Government. I further understand I will be required to annually attend certain training programs concerning substance abuse awareness.*

*Furthermore, I understand that these policies and procedures may be amended at any time.*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Department**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**